

NOTICE
UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF LOUISIANA
Subject: Mandatory E-Filing
January 1, 2008

As of **January 1, 2008**, filing of all documents with this court by attorneys **must** be electronic. Each attorney wishing to file a document with the court must have a login and password from this court to file a document. A login and password may be acquired from this court in two ways: (1) An attorney who has not taken a course in electronic filing must take such class prior to being issued a log in and password; (2) If an attorney has received a login and password from another United States Court, the attorney may apply to this court for issuance of a login and password.

Classes are offered by this court at each division and registration may be accomplished by completing the forms available at the website below. There are a limited number of classes which can be held between now and the end of the year, so sign up as soon as possible. It is to be noted that attorneys will receive CLE credit for this training.

An attorney who would like to have staff attend the training with them may register them also. An attorney who wishes to have staff attend in their stead may do so with the execution of a form waiving their presence and authorizing the staff member to both train for them and to receive their login and password.

To prevent problems in filing documents with the court on or after January 1, 2008, please secure your login and password as soon as possible. **Any attorney attempting to file a document in paper form after that time will have to secure an order from the court for good cause shown waiving electronic filing.** For further details please go to the court's website (www.lawd.uscourts.gov) and click on **Mandatory Electronic Filing**.

ROBERT H. SHEMWELL
CLERK OF COURT

Dated: August 21, 2007